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# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Plans and Policy Staff ~~CONFIDENTIAL~~ DATE: 26 April 1956

FROM : Chief, Basic School

SUBJECT: Weekly Activities Report #17  
20 April through 26 April 1956

1. SIGNIFICANT ITEMS - None.

2. OTHER ACTIVITIES

a. Clerical Orientation

(1) During the week of 17 April there were 32 people in Clerical Induction Training and 16 in Clerical Orientation.

(2) On 20 April, [ ] joined the staff of Clerical Training to assume the duties of secretary to the Chief, Clerical Training. [ ] will replace [ ] who has accepted a position in the office of the Registrar/OTR.

b. Orientation and Briefing

(1) In a discussion with the Chief, OB, [ ] Head of the Office of Defense Mobilization, expressed an interest in having some of his key personnel informed about the mission and organization of CIA. This could be done through the Departmental Briefing and would be very helpful in view of the fact that the head of ODM is a Statutory Member of the National Security Council.

(2) A request has been received from the Strategic Intelligence School for speakers for their 37th Class. To date satisfactory progress is being made toward filling this request.

(3) On Wednesday, 18 April, the Chief, OB, conducted a special briefing for twenty-two Junior Foreign Service Officers of the Department of State.

(4) Colonel White will make the introductory address at the next Departmental Briefing.

c. Basic Orientation

(1) Basic Orientation #28 ended on Friday, 20 April, with 79 students enrolled.

(2) [ ] spoke at the Foreign Service Institute on Monday, 23 April. His subject was "Marxism."

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25X1 (3) [ ] completed the Course in World Communism on Friday, 20 April.

d. Management Training

(1) Basic Supervision #19 ended on Friday, 20 April, with 18 students. Nine of these were less than full first-line supervisors, with grades ranging from GS-7 through GS-11.

(2) Basic Management #24 began Monday, 23 April, with 13 students. This presentation, which is for GS-12 through GS-14, has students from the following components: DD/I - 3; DD/P - 5; DD/S - 5, one of whom is from OTR.

25X1 (3) [ ] returned on 18 April from a trip to secure information about the advanced management courses being offered in the far West, particularly by Stanford University and the University of Washington. Although both of these institutions have deservedly high prestige, the management courses they offer are not well adapted to meet Agency needs. A full report will be made to the Chief, Basic School and the Chief, LETS, on these programs.

25X1 (4) A replacement has been found for [ ] who will leave on or about 1 June to become secretary to the Chief, Basic School. She is [ ] a new Agency employee, currently assigned to the Administrative Staff, OTR, until approximately the middle of May.

e. Administrative Training

25X1 (1) [ ] attended the first cable refresher course for DD/P personnel on Monday, 23 April. Close liaison will be maintained between this course and the DD/S presentations in which the Administrative Training staff will participate.

f. Personnel Notes

✓ (1) On Wednesday, 25 April, [ ] of the Basic Orientation staff, became the father of a boy. 25X1

25X1 (2) [ ] has returned to duty, after several days on sick leave.

[ ]

Chief, Basic School

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